

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Speech Communication:</u>								
COURSE RUBRIC AND NUMBER	<u>SPCH 1321</u>								
COURSE TITLE	<u>Organizational and Professional Communication</u>								
COURSE CREDIT HOURS	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">3</td> <td style="text-align: center; border-bottom: 1px solid black;">3</td> <td style="text-align: center; border-bottom: 1px solid black;">:</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lecture</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table>	3	3	:	0	Credits	Lecture		Lab
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Credits	Lecture		Lab						

I. Catalog Description

Studies the application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats. Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam and INRW 0311 or ESOL 0341 or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0).

II. Course Objectives

Upon satisfactory completion of the course, the student will be able to:

- A. Demonstrate knowledge of basic communication theory.
- B. Demonstrate an understanding of organizational, management, leadership and related theories and analyze their interplay in a multicultural society.
- C. Ethically use technology in business settings, to convey effective visual **communication skills**.
- D. Synthesize information to recognize interpersonal communication barriers, and develop skills-connecting choices, actions and consequences to ethical decision-making, in addressing workplace challenges.
- E. Demonstrate effective **teamwork skills** by taking **personal responsibility skills** in problem-solving and decision-making, and by considering different points of view and ethically working with others, to support a shared purpose or goal.
- F. Engage in **critical thinking skills**, innovation and inquiry to identify, analyze and evaluate leadership/management theories, strategies and applications.
- G. Deliver a clear and structured spoken presentation to the class (individually or as part of a group), thereby demonstrating effective and ethical oral **communication skills**.
- H. Exhibit competent and ethical interviewing skills (involving oral techniques and written components of communication).

III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

- A. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
- B. Demonstrate essential public speaking skills in professional presentations.
- C. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals).

- D. Apply essential dyadic and small group processes as they relate to the workplace.
- E. Utilize various technologies as they relate to competent communication.
- F. Demonstrate effective cross-cultural communication.

IV. Evaluation

A. The student will complete the following:

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| 1. Exams, tests, and/or quizzes. | 4. Dyadic project. | 7. Classroom activities. |
| 2. A resume with cover letter. | 5. Group project. | 8. Self-assessment. |
| 3. Interview exercise(s). | 6. Oral presentation. | |

B. Grading Scale:

90–100 = A 80–89 = B 70–79 = C 60–69 = D Below 60 = F

IV. Disability Statement (Americans with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

V. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.